IQAC and Steering Committee for NAAC

Minutes of the Meeting

Meeting Date - 3/3/2020   **Meeting Time - 9:00 am – 11:00 a.m.**

Agenda:

- To discuss the source of the data for Criterion1- Curricular Aspects
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 1-Curricular Aspects from the coming session
- Any suggestions from the members

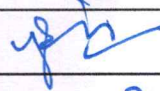| K.I.	Agenda	Discussion and Action
		Criteria 1: Curricular Aspects (100)
		1.1.1 Effective curriculum delivery through planned and documented process (10)

K.I.- 1.1 Curricular Planning & Implementation (20)	**Conclusion**	• Source of data - Write up and documentation from all HODs
		• How to prepare the write-up and new initiatives:
		  o Bi—annual feedback teaching learning from students on lesson plan/teaching
		  o Standard feedback format for regular and Add-On courses
		  o Data template of lesson plan should cover following for better curriculum delivery:
		  o ICT tools, Practical components, detailed lesson plan, Innovative practices, books to be referred
		  o Department should have provision for library hour as and when needed
		  o Annual submission and review of the lesson plan and student feedback by HoDs

	Actions	• Mail respective heads for write-up as per the requirement and to inform all the staff members to create a lesson plan for the year 2020-2021 as per the fixed format.
		• Last date to submit the Lesson Plans is 20 August 2021
		• Write ups from respective departments on effective curriculum delivery- What steps are undertaken by-
		        o Individual Faculties
		        o The Department
		        o The Management

		1.1.2 The institution adheres to the academic calendar including for the conduct of CIE (5)
	Conclusion	• Dates to be fixed for First and Second Internals

		Actions	Suggestion given to the management to fix dates for First and Second Internals in the college handbook
		1.1.3 Teachers of the institution participating in following activities related to curriculum development and assessment of the affiliating university and are represented on the following academic bodies during the last 5 years. (5)	
		Conclusion	*Participation in following activities to be counted:* (i) Academic Council/ BOS of affiliating University (ii) Setting of question papers of UG/PG programs (iii) design and development of curriculum for add-on/certificate/ diploma courses (iv) Assessment/evaluation process of the affiliating university Details of all the staff members about their participation need to be collected from them
		Actions	Following information is required from individual faculties: • Members of Academic Council/ BOS of **Affiliating University.** • Setting of Question Papers for UG/ PG Programs. • Design and Development of **Curriculum for Add on/ Certificate/ Diploma Courses.** • Assessment / Evaluation process of the **Affiliating University.** (Also submit scanned documents as proof)
	K.I.- 1.2 Academic Flexibility (30)	*1.2.1 Percentage of programs in which CBCS/ELECTIVE CORE SYSTEM has been implemented (10)*	
		Conclusion	Require information from all departments regarding the electives they offer Political Science and Commerce to start 2 electives each
		Actions	Information required from respective Heads of Departments regarding • Optional/ Elective paper offered in UG/ PG Programs
		1.2.2 No. of Add – On / Certificate Programs offered during the last 5 years (10)	
		Conclusion	Require information from the respective heads on the no. of Add on / Certificate Courses within the last five years
		Actions	Heads suggested to begin at least 1 Add-On/Certificate Course in their department with minimum 30 contact hours. If possible, the same course can be offered twice in a year
		1.2.3 Average percentage of students add-on/ certificate programs as against the total number of students during the last 5 years (10)	
		Conclusion	Data related to these programs need to be collected from respective heads and clubs (if any) as per the given data template
		Actions	• Name of the Course, Brochure, Circulars, Notices, Attendance Sheets, Details of Resource Persons, Certificate given or any other related document

		• No. of Students enrolled in the above mentioned courses during the last 5 years
K.I.- 1.3 Curriculum Enrichment (30)		*1.3.1 Institution integrates cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum (10)*
	Conclusion	• Establish an Institution Social Responsibility Cell • Gender study cell to be proactive • Departments should incorporate the above issues during their teaching through guest lectures, movie screening, special lecture series, etc.
	Actions	Suggestions to the respective Heads to collaborate and organize above mentioned activities in the following manner as discussed in NAAC Steering Committee: • Ethics by Department of BBA(Professional Ethics & Value Based Management) & BCA(IT Law awareness, Cyber Ethics) • Gender, Environment and Human Values by Department of English • Environment and Sustainability by Department of B. Com and Management • Human Rights & Environment by Department of Eco and Pol. Science
		1.3.2 Average percentage of courses that include experiential learning through project work/field work/internships during the last 5 years (10)

	Conclusion	• Information from the Heads of BBA and BCA:
		• No. of courses being offered under
		    o Project Work
		    o Field Work
		    o Internship
		    o Book Reviews
		• **Only prescribed by the affiliating university**

	Actions	• Collecting current year (2020-21) data from the dept. about the students undertaking field projects/ internships **only prescribed by the university** • Ask for the above information in the readmission form
		1.3.3 Percentage of students undertaking project work/field work/internships, data for the latest completed academic year (10) other than the ones prescribed by the university

	Conclusion	• No. of courses being offered under
		    o Project Work
		    o Field Work
		    o Internship
		• For the latest academic year. **Any MOU'S Signed for such courses. Details and Scanned Documents for Proof)**
		• Collecting current year (2020-21) data from the dept. about the students undertaking field projects/ **internships only prescribes by the university**

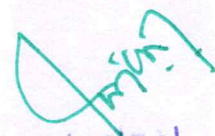|		**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders (10)**	
K.I.- 1.4 Feedback System (20)	**Conclusion**	Feedback to be collected from: *(i) Students* *(ii) Teachers* *(iii) Employers* *(iv) Alumni* • Feedback form to be prepared for students, teachers, employers, alumni and parents for review of syllabus	
	Actions	• Conduct a feedback from all the above stakeholders by 31 January 2021 for the session 2020-21 through ERP • create a feedback analysis report of 2019- 20 • Feedback forms to be mailed to all the HoDs and they need to prepare a detailed report as per the given data template • URL for feedback report of 2019-20 to be posted on website • Create template of feedback on syllabus and circulate • Generate feedback report from teachers, employers and students for the session 2017-18	
		1.4.2 Feedback process of the institution maybe classified as follows:(10) *(a) Feedback collected/analyzed and action taken and feedback available on the website* *(b) Feedback collected/analyzed and action has been taken* *(c) Feedback collected and analyzed* *(d) Feedback collected* *(e) Feedback not collected*	
	Conclusion	Feedback collected should be analyzed, action to be taken (submitting a report to university) and to be uploaded to the website 2017-18 Feedback collected and analyzed *2018-19* Feedback collected/analyzed and action has been taken	
	Actions	• Upload stakeholders feedback, through website committee • The report to be part of management committee minutes – Sanju Sir • URL for feedback report • 2019-20 Feedback collected/analyzed and action taken and feedback available on the website • 2020-21 Feedback to be collected/analyzed and action taken and feedback available on the website	

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Dr. Nitasha Khatri	P
3.	Dr. Shikha Arora Bakshi	P
4.	Dr. Ranjit Kaur	P
5.	Ms. Vaishali Singh	P
6.	Dr. Leena Sharma	P
7.	Dr. Atiqa Kelsy	P
8.	Dr. Mahua M. Bose	P
9.	Dr. Dharmveer Yadav	P

IQAC Coordinator

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IQAC and Steering Committee for NAAC

Minutes of the Meeting

Meeting Date - 4/3/2020   **Meeting Time - 9 am – 11:15 am**

Agenda:

- To discuss the source of the data for Criterion 2 – Teaching–learning and evaluation
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 2 – Teaching – learning from the coming session
- Any suggestions from the members

K.I.	Agenda	Discussion and Action
	Criteria 2: Teaching-learning and evaluation (350)	
	2.1.1 Average enrolment percentage (Avg of 2016-17 to 2020-21) (20)	
	Conclusion	Need to collect the data from the office • Total number of students admitted stream wise and year wise (UG-PG) • Total number of sanctioned seats stream wise (UG-PG)
	Actions	Data to be sourced from office and University Coordinator as per the data template
K.I.- 2.1 Student Enrolment and profile (40)	**2.1.2 Average percentage of seats filled against seats reserved for various categories (SC,ST, OBC, Divyangjan, EWS, etc) as per applicable reservations policy (last 5 yrs)(20)**	
	Conclusion	Need to collect the data from the office • Number of students admitted from reserved category • Total number of seats earmarked for reserved category as per GOI or State Govt. rule/DCE Policy
	Actions	• Admission policy should be framed for the coming session • Focus on increasing diversity of students • Reserved Category quota and special category quota (widow, armed forces, etc) to be fixed in admission policy from 2020-21 • UG Admission should be based on direct admission (merit based) and Cut-off list (merit-cum-category wise) • PG Admissions can be made direct on first-cum-first serve basis • Category supported document to be uploaded while filling admission form

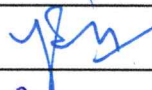|		
		• Report of reserved category admission should be sent to concerned authority like minority commission, reserved category commission, etc • Data to be sourced from office staff as per the data template
		2.2.1 The institution assesses the learning levels of the students after admission and organizes special programs for advanced learners and slow learners (30)
K.I.- 2.2 Catering to student Diversity(50)	**Conclusion**	*Identification of Slow/Advance Learners post admission and before official classes:* • English – subject marks in Xth & XIIth std • Economics – Maths & non-maths, and eco & non-eco • Computer Sc – IP & non-IP, science & non-science • Commerce – commerce & non-commerce • Management - commerce & non-commerce, and communication skills *Initiatives for Slow Learners:* • Bridge courses for each department during the month of July-August (15 days – 1 month) • Syllabus/ Content development by each department for their bridge courses • Bridge course should be part of Dept Timetable only • Senior students participate as a guide to junior students during bridge classes • MCQ based exit test for bridge course students • Remedial classes (slow learners) + Tutorial Classes (slow & advanced) to be fixed in master timetable • interactive sessions other than the regular classroom/laboratory contact hours • Maintain Attendance for Remedial classes (slow learners) + Tutorial Classes (advance Learners) • The college conducts creativity aptitude test by 'Aspiring Minds' • Mentor-mentee system • Identification for remedial is based on first internal exam result, previous exam result, and attendance. Remedial classes to begin after the First Internal exam • Orientation for students at the college level and dept level (attendance to be maintained) and creativity test to be conducted on this occasion (Online or offline) • Individually mentor each slow student for performance enhancement *Advanced Learners:* • Special /guest Lecture • GD's, Movie screening

		- Magazine, journals - Participate in internship and educational visits - Add-on/ Certificate courses - External and internal participation - Extra coaching - Organizational skills - Participation in other extra-curricular activities - Advice to take part in seminars and conferences. - Encourage them towards research project and research papers - Advice to crystallize their ideas into a project - Counseling students for pursuing their studies in foreign universities (both) - Counseling students regarding selection in Universities and other colleges within India (both)
	Actions	To mail all the rules and guidelines for this section to the HOD
	2.2.2 Student – full time teacher ratio (Last academic year) (20)	
	Conclusion	- Requirement to hire more teachers - Visiting faculty should be given a workload of 16 hours in order to count them as regular faculty
	Actions	Current year data to be sourced from office and University Coordinator
K.I.- 2.3 Teaching-learning Process (50)	**2.3.1 Student-centric methods, such as experiential learning (EL), participative learning(PL) and problem-solving methodologies(PSM) are used for enhancing learning experiences(20)**	
	Conclusion	- Participation as class representative (EL) - Working in student council (EL) - Participation in department fests (EL) - Participation in student Exchange programs (EL) - Problem-solving classes/Bridge course-remedial classes (PSM) - Internal examination (PSM) - Social initiatives/ involvement – AICUF, NSS (PL) - Students should be part of major committees (EL/PL) - Any other initiative which falls under EL, PL, PSM
	Actions	Mail to the HOD about the rules and to develop write-up
	2.3.2 Teachers using ICT for effective teaching –learning process (15)	
	Conclusion	- ERP system with a link on the website - Kindle - Online documents – class notes, PPTs, videos, model papers should be uploaded on website/ERP - Swayam courses should be incorporated in the class timetable by each department

			• Add ICT Tools to Lesson plan to substantiate the claim • Geo-tagged photos while using ICT tools
		Actions	Data to be sourced from the department
		2.3.3 Ratio of students to mentor for academic and other related issues (last academic year) (15)	
		Conclusion	• Create Class mentor & co-mentor-student mentor-mentee system • Circulars pertaining to assigning the mentors to mentees by HoD • Fix one hour on Friday/Saturday per week for mentor-mentee meeting by each department • Maintain attendance offline
		Actions	Data to be sourced from mentors
K.I.- 2.4 Teaching- Profile and Quality (60)		**2.4.1 Average percentage of full-time teachers against the sanctioned post (20)**	
		Conclusion	Data requirement for last five years • Number of full-time teachers • Number of sanctioned posts
		Actions	Data to be sourced from office staff and University Coordinator
		2.4.2 Average percentage of full-time teachers with Ph.D./D.Litt during last five years (20)	
		Conclusion	Data requirement for last five years • A number of full-time teachers with Ph.D. • Total number of full-time teachers
		Actions	Data to be sourced from the department
		2.4.3 Average Teaching experience of full-time teachers in the same institution (last academic year) (20)	
		Conclusion	Total experience of full-time teachers
		Actions	Data to be sourced from department/ University coordinator office
K.I.- 2.5 Evaluation Process and Reforms (30)		*2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode (15)*	
		Conclusion	• Examination Cell should be created to conduct the internal and university practical examination. Prepare the guidelines for the same. • Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board • Documentation of every student details in each year
		Actions	Guidelines for Examination cell to be formulated. Implementation of the same from the coming session

	2.5.2 Mechanism to deal with examination related grievances is transparent time-bound and efficient (15)	
	Conclusion	• Rules to be made by Examination Cell in order to keep the healthy working atmosphere amongst staff, students and parents • Provision of PTM after the internal examination • Parent feedback to be taken during PTM
	Actions	Details from the Examination Cell
K.I.- 2.6 Student Performance and Learning Outcomes (60)	*2.6.1 Programme outcomes, Programme specific outcomes and courses outcomes for all programme offered by the institution are stated and displayed on the website and communicated to teachers and students(15)*	
	Conclusion	• Department need to prepare PO, PSO, CO • Check the SSR of the university and UGC guidelines • Need to be uploaded on the website and ERP
	Actions	Rules and guidelines to be mailed to HOD'S and to get the same from them
	2.6.2 Attainment of programme outcomes, programme specific outcomes, and courses outcomes are evaluated by the institution (15)	
	Conclusion	• Internal - internal exam, MCQ/class test based evaluation, projects and assignments, etc • External - Evaluation through viva, and university exams
	Actions	Details to be informed to HoDs
	2.6.3 Average pass percentage of students during last five years (30)	
	Conclusion	Current year data: • Total number of final year students who passed the university exams • Total number of final year students who appeared for the university exams
	Actions	Data to be sourced from office staff and department
K.I.- 2.7 Student Satisfaction Survey (60)	*2.7.1 Online student satisfaction survey regarding teaching-learning process (60)*	
	Conclusion	• Database of all currently enrolled students to be prepared • Standard feedback should be taken for all courses/workshops/programs, etc
	Actions	Data to be sourced from the office staff

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1.	Mr. Yashwardhan Singh	*(signature)*
2.	Dr. Nitasha Khatri	Present
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4.	Dr. Ranjit Kaur	Present
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Hathro. Fort Road, Jaipur

IQAC Committee for NAAC

Minutes of the Meeting

Meeting Date – 05/03/2020   **Meeting Time - 9:00 am – 11:30 am**

Agenda:

- To discuss the source of the data for Criterion 3 – Research, Innovation, and extension
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 3 – Research, Innovation, and extension from the coming session.
- Discussion and suggestions for the actions to be taken in the coming academic session.
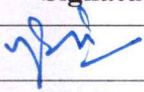- Any suggestions from the members

K.I.	Agenda	Discussion and Action
		Criterion 3- Research, Innovation and extension(120)
	3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs) (5)	
K.I.- 3.1 Resources Mobilization for Research (15)	Conclusion	Each staff needs to give information related to the same criteria regarding the projects undertaken by them with government or non-government agencies or alumni of the institution.
	Actions	- Faculties should take initiatives for funded projects. - External Tie ups should be done with government and non-government agencies (UGC, DST, DBT, ICHR, ICSSR etc.) - Research cell initiatives or teacher specific initiatives in name of College should be taken. - Data to be sourced from Faculty - This all should be incorporated this agenda in the research policy
	3.1.2 Percentage of the teachers recognized as research guides at present (latest completed academic year) (5)	
	Conclusion	Need to work on research center application for English, Commerce and Management Department.
	Actions	- How to apply for the research center - Seeking Permission for becoming Co-Guides in other universities. - Standard mechanism for the award of seed money for doing research (for students as well as staff)

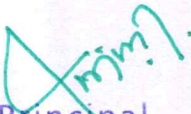|		• This agenda should also be incorporated in the research policy
	3.1.3 Percentage of departments having Research projects funded by government and non-government agencies during the last five years (5)	
	Conclusion	• Required data to be taken from the staff • Need to initiate from this year internal projects and external projects • Department projects to be included
	Actions	Data to be processed from faculty
K.I.- 3.2 Innovation Ecosystem (10)	**3.2.1 Institution has created an ecosystem for innovation and for the creation and transfer of knowledge(5)**	
	Conclusion	• College initiatives • E-cell, Headstart • The tech-x club, fashion club, finance club • Previous experiences like – Hideout, Somya Natani –tea, Tanishka Jain eng, Photography –Megha bhutra, IMERA • Department magazine and journals- Literati, techzine etc
	Actions	• Data to be processed from college dept, clubs, office • E-cell tie-up, Initiative to build an incubation center • Industrial Tie-ups like Bhamashah, Attal Innovation, Techno hub etc. • Create an Innovation Incubation Center for initiating all the required activities in collaboration with respective departments & existing cells.
	3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years (5)	
	Conclusion	• Initiatives should be taken by departments/ Clubs/Cells for conducting two day workshops/ seminars on IPR, Research methodology, skill development, entrepreneurship etc. • Industry-Academia innovative practices during last five years • Internship cell, finance club, blogging & creative writing workshops, photoshop, etc can be few examples
	Actions	Data to be sourced from Placement and internship cell and respective departments/ coordinators etc
K.I.- 3.3 Research Publication and Awards (25)	**3.3.1 Number of PHD's registered per eligible teacher during the last five years(5)**	
	Conclusion	No Data till date
	Actions	Initiative for developing the research centre
	3.3.2 Number of research papers per teacher in the journals notified on UGC websites during the last five years (10).	

		Conclusion	The staff should get at least one publication every year in the UGC CARE listed Journals
		Actions	Focus for publications in UGC CARE, SCOPUS etc
		3.3.3 Number of Books and chapters in edited volumes/Books Published and papers published in National/ International Conference proceedings per teacher during last five years(10)	
		Conclusion	Data to be provided by the individual staff
		Actions	• Data to be provided by the individual staff • The research promotion policy should incorporate a clause of providing incentives to the teacher for their renowned publications with regard to the agenda.
K.I.- 3.4 Extension Activities (50)		**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.(5)**	
		Conclusion	• Activities of AICUF, Value Education, Gender study cell, NSS and any other social activity undertaken by any department to be considered (Abhiyuthanam, etc.) • Tie-ups with NGOs (like Plan India, Help age, World vision, etc.) as an extension activity • Formation of a new cell/ club – Social Service League/ Social Responsibility Cell, developing linkage with different NGO's.
		Actions	• Write up to be prepared by AICUF, Value education, NSS, Gender Study Cell and all departments. • Social Responsibility Cell should get activated this academic session for conducting various extension activities.
		3.4.2 Number of awards and reorganizations received for extension activities from government/recognized bodies during the last five years. (10)	
		Conclusion	Last five year data to be collected
		Actions	• Data to be processed from staff • Tie ups with rotary club and other government bodies for conducting extension activities
		3.4.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community and NGOs during the last five years (15)	
		Conclusion	• Quantify data against point 3.4.1 • Collaborations with social groups • Last five year data to be collected

		• Extension activities should focus on government policies and programs.
	Actions	Data to be processed from Social Responsibility cell.
	3.4.4 Average percentage of the students participating in extension activities at 3.4.3 above during the Last five years (20)	
	Conclusion	Last five year data to be collected
	Actions	Data to be collected from departments, social responsibility cell and clubs
K.I.- 3.5 Collaboration (20)	*3.5.1 Number of collaborative activities for research, faculty exchange, student exchange/internship per year (10)*	
	Conclusion	Last five year data to be collected
	Actions	Data to be collected from departments and clubs/ committees
	3.5.2 Number of functional MoUs with the institution, other universities, industries, corporate houses etc during the last five years(10)	
	Conclusion	MoUs of exchange, ICDL or any other tie-up (like Lit fest, sufi fest Research cell MOU's, Internshala, Niti Aayog Chair MOU, etc)
	Actions	• Departments and cells should initiate activities with functional MOU's (Mou's should be on yearly basis) • Data to be collected from respective teacher coordinators

Members present at the meeting:

S. No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Dr. Nitasha Khatri	P
3.	Dr. Shikha Arora Bakshi	P
4.	Dr. Ranjit Kaur	P
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IQAC Committee meeting for NAAC

Minutes of the Meeting

Meeting Date - 06/03/2020   **Meeting Time - 9:00 am – 11:30 pm**

Agenda:

- To discuss the source of the data for **Criterion 4 - Infrastructure and learning Resources**
- To discuss any new initiative which we need to undertake for the fulfillment of *Criterion 4- Infrastructure and learning Resources* from the coming session
- Any suggestions from the members

K.I.	Agenda	Discussion and Action
		Criteria 4: Infrastructure and learning Resources (100)
K.I. 4.1. Physical Facilities (30)		*4.1.1 The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. (5)*
	Conclusion	• Need to collect the data from the administrator office regarding the infrastructure and physical facilities with the size measurement according to the UGC Rules
	Actions	• Data to be sourced from timetable committee for room allotment • Data to be sourced from administrator office for infrastructure and physical facilities • Data to be sourced from Lab assistant for laboratories (all labs)
		4.1.2 The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga center etc. and cultural activities(5)
	Conclusion	o Writeup and additional information will be made as per taking nevta infrastructure o Need to develop adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga center and cultural activities
	Actions	• Need to Develop the following infrastructure at nevta ✓ Sports Room, NCC Room, Yoga centre and Gymnasium area, Indoor Sports complex – Chess, Table Tennis, Boxing etc. ✓ Cultural room with studio (Sound proof-recording room) Auditorium Seating Layout & Dimensions as theatre style
		4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (current year data) (10)
	Conclusion	• Need to Collect the data from administrator office and lab assistant for nevta ✓ Number of classrooms with LCD Facilities

		✓ Number of classrooms with WI-FI/LAN facilities ✓ Number of smart classrooms ✓ Number of classrooms with LMS facilities ✓ Number of seminar halls with ICT facilities
	Actions	• Data to be sourced from nevta college • Need to develop ICT-enabled facilities such as smart class, LMS, WI-FI setup etc at the nevta campus • One Podium in each Department
	4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)	
	Conclusion	• Need the data from the treasure, Administrator and Accounts office • Budget_Allocation_Excluding_Salary details required for last five years • Need the audited utilization Statements of all last five years
	Actions	• Budget_Allocation_Excluding_Salary statements to be sourced from the treasure, Administrator and Accounts office
K.I.- 4.2 Library as a learning Recourses (20)	**4.2.1. Library is automated using Integrated Library Management System (ILMS) (4))(Last five year data)**	
	Conclusion	• Need the complete detail and execution of the Software for University Libraries (SOUL) and Information and Library Network (INFLIBNET) Centre • Implementation of RIFD Technology • Need to develop the Standard operating procedure of the Library Management System • Guidelines of the Library • Roles of the Library Management System • Need to develop the Rules and regulations of the Library Management System for students and faculties • Require to connect the library management system and ERP
	Actions	✓ Data to be sourced Library Committee ✓ Detail of the Software for University Libraries (SOUL), e-book (Kindle details), Implementation of RIFD technology, (INFLIBNET) Centre ✓ Develop the Standard operating procedure of the Library Management System ✓ Guidelines of the Library (Display in Library) and Roles of the Library Management System ✓ Need to develop the Rules and regulations of the Library Management System for students and faculties ✓ Require to connect the library management system and ERP

	4.2.2 *The institution has the subscription for the following e-resources: (6) (Last five year data)* *1. e-journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases 6. Remote access to e-resources*	
	Conclusion	• Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment • E-copy of letters • Remote access of E-resource- Contact person details and connectivity Bandwidth available

	Actions	• Data to be sourced by the Library Management Committee
		  ✓ Details of all the e-resources separately as per the five session
		  ✓ Specify the details of membership and subscription
		  ✓ All the internal publication of departments softcopy should be submitted to the Library Management Committee and website committee
		  ✓ NList should be on website

	4.2.3 *Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs) (5)*	
	Conclusion	Data Requirement for last five years: • Expenditure on the purchase of books • Expenditure on the purchase of journals in i^{th} year • Year of Expenditure:
	Actions	Data to be sourced by the Library Management Committee • Expenditure on the purchase of books, Expenditure on the purchase of journals, Year of Expenditure, Audited statements of accounts, Annual expenditure report of all the resources of library
	4.2.4 *Percentage per day usage of library by teachers and students (footfalls and login data for online access (current year data)(5)*	
	Conclusion	• Need to have Subject wise sections to be maintained for the department in the library • Need to have Library User List online and offline to be maintained • Need to have Library books should get returned before march end • Need to "Donate Library books" activity after graduations the day of taking TC and Marksheets

	Actions	• Requirements by the Library management committee
		  ✓ Biometric in Library
		  ✓ Subject wise sections to be maintained for the department in the library
		  ✓ Need to have Library User List online and offline to be maintained
		  ✓ Need to have Library books should get returned before march end

		✓ Need to "Donate Library books" activity after graduations the day of taking TC and Marksheets	

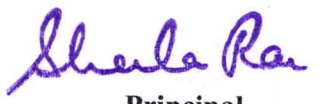|		
K.I.- 4.3 IT Infrastructure (30)		**4.3.1 Institution frequently updates its IT facilities including Wi-Fi (05)**
	Conclusion	• Details required ✓ Writeup of all the IT Facilities including Wi-Fi available in the campus ✓ Specify the IT Facilities including Wi-Fi ✓ Specify the updations in the IT Facilities including Wi-Fi ✓ Specify the New additions in the IT Facilities including Wi-Fi ✓ Need to have academic support facilities- Media Centre, Recording facility, Lecture Capturing System (LCS)
	Actions	• Reports to be generated and sourced by Lab assistant and administrator ✓ Specify the IT Facilities ✓ Specify the updations in the IT Facilities ✓ Specify the New additions in the IT Facilities ✓ Biometric devices in Lab, Auditorium, Library ✓ Need to have academic support facilities- Media Centre, recording facility, Lecture Capturing System (LCS)
		4.3.2 Student – Computer ratio (current year data) (10)
	Conclusion	Data Requirements: Reports needs to be generated • Number of computers in working condition • Total Number of students
	Actions	• Data to be and sourced by Lab assistant and administrator • Number of computers in working condition • Total Number of students from college office • Reports needs to be generated for website
		4.3.3 Available bandwidth of internet connection in the Institution (Leased line) (15)
	Conclusion	Data Requirement: • Available internet bandwidth
	Actions	• Data to be sourced by the Lab assistant and administrator office for Details of Available bandwidth of internet connection
K.I.- 4.4 Maintenance of Campus Infrastructure (20)		**4.4.1 Average percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years (INR in Lakhs) (10)**
	Conclusion	Data Requirement year wise: • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure

	Actions	• Details to be sourced by the Accounts office and Administrator office for the Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities
	4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (10)	
	Conclusion	• Create policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities.
	Actions	• Data to be sourced by Administrator office

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	P
2.	Dr. Nitasha Khatri	P
3.	Dr. Shikha Arora Bakshi	P
4.	Dr. Ranjit Kaur	P
5.	Ms. Vaishali Singh	P
6.	Dr. Leena Sharma	P
7.	Dr. Atiqa Kelsy	P
8.	Dr. Mahua M. Bose	P
9.	Dr. Dharmveer Yadav	P

IQAC Coordinator

6/3/20

Coordinator
IQAC
St. Xavier's College, Jaipur

Principal
St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur

Principal
Principal
St. Xavier's College
Hathro. Fort Road, Jaipur

IQAC Committee meeting for NAAC
Minutes of the Meeting

Meeting Date - 07/03 /2020   **Meeting Time - 09:00 am – 11:30 am**

Agenda:

- **To discuss the source of the data for Criterion 5 – Student Support and Progression**
- **To discuss any new initiative which we need to undertake for the fulfillment of Criterion 5 – Student Support and Progression**
- **To discuss the action plan on the guidelines to be framed regarding different committees and cells along with the policy document**

K.I.	*Agenda*	*Discussion and Action*
K.I.- 5.1 Student Support (50)	**5.1.1 Average percentage of students benefitted by scholarships and freeships provided by the government during last five years (20)**	
	Conclusion	Need to collect the data from the office • Total number of students benefitted in last five years
	Actions	• Data to be sourced from office and Accounts as per the data template • Scholarship committee to be framed along with its guidelines and policy document. Please look into National Scholarship Portal link should be uploaded on college website • Initiation of the merit cum need based scholarships
	5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by institution / non-government during the last five years (5)	
	Conclusion	Need to collect the data from the office • Total number of students benefitted in last five years
	Actions	• Data to be sourced from office, Library and Accounts as per the data template • Institution should approach non-government agencies like alumni, NGO's, sponsoring agencies, parents • Donation from the college faculties should be promoted • Please look into Vidhya Sarthi Portal and link should be uploaded on college website
	5.1.3 Capacity building and skill enhancement initiatives taken by the institution (10)	

	Conclusion	• Initiatives to begin with coming session
		   o Guidance for competitive exams (coaching tie-ups)
		   o Career counseling (proper data to be maintained)
		     ▪ Previous events on career counseling by depts. to be documented
		 • Soft skill development – initiatives to be implemented twice a year and previous events to be documented

		• Language lab to be established • Yoga and meditation sessions for students and faculties • Personal counselling – proper registers to be maintained dept wise and Psychology Dept.
	Actions	• Data to be sourced from departments as per the data template • Life-skill enhancement center to be formed which should focus on self-defense, yoga and meditation and health & hygiene in collaboration with Entrepreneurship Cell, IT Cell, Literati Cell and Gender Study Cell • Introduce two new cells from this session (2020-21): Institutional Social Responsibility Cell and Green Club/ Eco-friendly Cell
	5.1.4 Average percentage of students benefitted by guidance for competitive exams and career counselling (10)	
	Conclusion	• Number of students benefitted in last five years
	Actions	• Data to be sourced from departments and placement cell as per the data template • Change the name of Placement cell to Training, Internship and Placement Cell • Department wise tie-ups with career training institutes and competitive exam training institutes to be looked after by Training, Internship and Placement Cell • Career Counselling should be part of Training, Internship and Placement Cell • Preparation of Entrance Exams for Competitive exams should also be the task of Training, Internship and Placement Cell
	5.1.5 Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (5)	
	Conclusion	• Minutes of grievance redressal, anti-sexual harassment and anti-ragging committee to be prepared for last five years • Student grievances to be properly recorded
	Actions	• Previous committees to prepare their minutes and the HoDs to maintain the record of dept grievance committee • Guidelines of statutory / regulatory bodies (grievance redressal, anti-sexual harassment and anti-ragging committee) to be framed according to Govt. policies keeping in mind the UGC and DCE • Upload the grievance redressal policy document with reference to prevention of sexual harassment committee for addressing the issues, minutes of the meeting of the committees
K.I.- 5.2 Student Progression (25)	*5.2.1 Average percentage of placement of outgoing students during the last five years (10)*	

	Conclusion	• Placement record of last five years to be prepared
	Actions	• Data to be sourced from departments and placement cell and students gone for pool campus interviews/recruitment drives of other colleges from individual student as per the data template • Dept. Alumni Chapters should keep the proper record of placement of students and also collect data of self-employed students as well as students who are employers during last five years
		*5.2.2 Average percentage of students progressing to higher education during the last five years (10)*
	Conclusion	• Number of outgoing student progression (Last Five Years) • Progression from UG to PG, PG to M.Phil, M.Phil to Ph.D.
	Actions	• Data to be sourced from departments and Alumni as per the data template • Dept. Alumni Chapters should keep the proper record of students progressing to higher education during last five years • Create separate form to apply for LOR and submit the filled form along with soft copy of LOR to college office • College office should keep Dept. wise record of LOR's given • Dept. Alumni Chapters should be activated in all the departments
		*5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)(5)*
	Conclusion	• Last five-year data to be processed • Exams like NET, GATE, CAT, GMAT, GRE, civil services, state services, CDS, etc.
	Actions	• Data to be sourced from departments and Alumni as per the data template • Dept. Alumni Chapters should keep the proper record and proofs of their call letters of students qualifying in state /national/ international level exams during last five years like NET, GATE, CAT, GMAT, GRE, civil services, state services, CDS, etc. • Felicitation of students during Orientation Day and during Award Ceremony to recognize their achievements and motivate other students
K.I.- 5.3 Student Participation and Activities (45)		*5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at Univ./State/National/International level during last five years (20)*
	Conclusion	• Awards won in sports/cultural activities at Univ./ State/ National/ International level in last five years

	Actions	Data to be sourced from departments, sports, clubs, cultural committee as per the data template
	5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies) (5)	
	Conclusion	- Write up to be prepared covering (Student Council) students' representation and engagement in various administrative, co-curricular and extracurricular activities during last five years - HoDs to suggest student names for administrative/ academic committees
	Actions	- Write up matter to be collected from Student Council, club mentors, depts and office - Students to be added in various committees where ever possible - Guidelines should be framed for Student Council and participation of students in major committees
	5.3.3 Average number of sports and cultural activities/ competitions in which students of the institution participated during last five years (organized by the institution/other institutions) (20)	
	Conclusion	Data requirement for last five years Number of sports and cultural events in which students of the institution participated at institutional level (organized by the institution/other institutions)
	Actions	- Data to be sourced from student council/ cultural committee, club coordinators and sports dept. - Proper record to be maintained and keep the photocopy of all certificates by all stakeholders
K.I.- 5.4 Alumni Engagement (10)	*5.4.1 The Registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (5)*	
	Conclusion	Write up from Alumni covering last five years
	Actions	- Data to be sourced from Alumni - Registered Alumni Association and Dept. Alumni chapters to be strengthened and ask them to contribute significantly - Dept. Alumni chapters meeting should be conducted and minutes of the meeting should be maintained properly
	5.4.2 Alumni contribution during the last five years (5)	
	Conclusion	Financial contribution in last five years

	Actions	Data to be sourced from HoDs, Student Council, Accounts and Alumni and Dept. Alumni Chapter regarding financial contribution in last five years

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	*(signature)*
2.	Dr. Nitasha Khatri	Present
3.	Dr. Shikha Arora Bakshi	Present
4.	Dr. Ranjit Kaur	Present
5.	Ms. Vaishali Singh	Present
6.	Dr. Leena Sharma	Present
7.	Dr. Atiqa Kelsy	Present
8.	Dr. Mahua M. Bose	Present
9.	Dr. Dharmveer Yadav	Present

IQAC Coordinator

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St. Xavier's College, Jaipur

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St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur

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St. Xavier's College
Hathro. Fort Road, Jaipur

IQAC Committee meeting for NAAC

Minutes of the Meeting

Meeting Date - 11/3/2020   **Meeting Time - 9 am – 11:15 am**

Agenda:

- **To discuss the source of the data for Criterion 6 – Governance, Leadership and Management**
- **To discuss any new initiative which we need to undertake for the fulfillment of Criterion 6 – Governance, Leadership and Management from the coming session**
- **Any suggestions from the members**

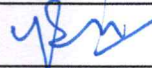| K.I.	Agenda	Discussion and Action
	Criteria 6: Governance, Leadership and Management (100)	
K.I.- 6.1 Institutional Vision and Leadership (10)	*6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution (5)*	
	Conclusion	• Explain the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution
	Actions	Preparation of perspective plan (medium-term & long-term) and redrafting of V&M
	6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management (5)	
	Conclusion	• Describe a case study showing decentralization and participative management in the institution in practice, ex Student Council.
	Actions	• Focus on Standard Operating Procedures (SoPs) for major committees, administrative & leadership roles
K.I.- 6.2 Strategy Development and Deployment (10)	*6.2.1 The institutional Strategic/ perspective plan is effectively deployed (2)*	
	Conclusion	• Describe one activity successfully implemented based on the strategic plan, eg ERP, Knowledge Training Program, Exchange Program, IQAC
	Actions	Preparation of perspective/strategic plan (medium-term & long-term) keeping in mind all the administrative, research and other units of college
	6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. (4)	
	Conclusion	• Organogram of the Institution (overall & all units separately)

		• Prepare College Manual (combining service rules, general rules & handbook) • ACR for staff should be implemented
	Actions	Preparation of all the above and implementation from the coming session
	6.2.3 Implementation of e-governance in areas of operation (4)	
	Conclusion	1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination
	Actions	Implementation of the above through ERP from the coming session and common vendor
K.I.- 6.3 Faculty Empowerment Strategies (30)	*6.3.1 The institution has effective welfare measures for teaching and non-teaching staff (5)*	
	Conclusion	Existing welfare measures for teaching and non-teaching staff • Provision of admission for staff children in balwadi (maintenance only) and regular school (all staff) • Concession in Xavier school fees for maintenance staff children • Easy Loan facility for maintenance staff Proposed welfare measures for teaching and non-teaching staff • Group insurance for staff • Membership for staff in sports complex • Provision of laptop/tab/kindle for all teaching staff • Free transportation facility for staff • Institutional diary-cum-calendar for staff
	Actions	Steering committee to develop write-up
	6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years (10)	
	Conclusion	• Teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies • Should be part of Research Policy
	Actions	Implementation of Research Policy from coming session. Data to be sourced from accounts office.
	6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the last five years (5)	
	Conclusion	• Professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff in last five years • Administrative training programs should be organized

		• Leadership training program by Delhi Province for staff • Reports should be maintained for all such programs
	Actions	IQAC should organize these training programs (atleast one) for teaching and non-teaching every year. Data to be sourced from faculty enrichment committee/IQAC.
	6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (5)	
	Conclusion	• Professional development Programmes includes Orientation / Induction Programme, Refresher Course, Short Term Course • Staff should submit the report along with the relevant documents (NoC, relieving letter, group pic, certificate, etc) after finishing the program • IQAC need to prepare summary report at the end of every year
	Actions	Staff should be motivated to attend such courses on a regular basis. Research Policy should incorporate points related to such participation. Data to be sourced from staff members.
	6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff (5)	
	Conclusion	• Functioning status of the Performance Appraisal System for teaching and non-teaching staff includes Performance based Appraisal system (PBAS) and Smart Targets • PBAS and Smart Targets to be implemented through ERP • Both should be used for CAS and increments
	Actions	Appraisal system should be properly implemented along with CAS for staff members through ERP
K.I.- 6.4 Financial Management and Resource Mobilization (20)	*6.4.1 Institution conducts internal and external financial audits regularly (6)*	
	Conclusion	• Internal Auditing Committee (IAC) should be work actively for internal auditing. Guideline for this committee to be prepared. • Internal and external auditing reports to be submitted to IQAC every year • Mechanism for settling audit objections
	Actions	Implementation of IAC from the coming session
	6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (8)	
	Conclusion	• Sponsorships received for department fests and college fest should be considered • Funding, if received for IIC to be counted here • Efforts should be made for raising funds from alumni members
	Actions	Data to be sourced from the department.

		6.4.3 *Institutional strategies for mobilisation of funds and the optimal utilisation of resources (6)*
	Conclusion	• Resource mobilization policy should be formulated • It should include policy for raising funds/grants from various non-government sources including alumni
	Actions	Implementation of resource mobilization policy from the coming session
K.I.- 6.5 Internal Quality Assurance System (30)		**6.5.1** *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes (10)*
	Conclusion	• IQAC should work towards institutionalizing the quality assurance strategies and process • Initiatives like ERP, new college website, • Preparation of SOPs, college manual, polices and guidelines for various committees, cells, clubs, etc • IQAC newsletter should be prepared every year
	Actions	Implementation of such initiatives by IQAC on a regular basis
		6.5.2 *The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (10)*
	Conclusion	Includes Incremental improvements made for the preceding five years with regard to quality • Add-on/ certificate courses • training/ faculty development programs, research methodology workshop, knowledge training workshops, etc • Other initiatives like ICDL, Pearson course, Bridge courses, etc
	Actions	IQAC should plan and implement more such initiatives on a regular basis through various units of college
		6.5.3 *Quality assurance initiatives of the institution include (10)*
	Conclusion	1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
	Actions	College should plan for ISO Certification of Nevta campus, Action Taken Reports should be prepared by IQAC based on ATRs of all administrative units, committees and clubs, etc and collaboration with other institutions should be enhanced.

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Dr. Nitasha Khatri	Present
3.	Dr. Shikha Arora Bakshi	Present
4.	Dr. Ranjit Kaur	Present
5.	Ms. Vaishali Singh	Present
6.	Dr. Leena Sharma	Present
7.	Dr. Atiqa Kelsy	Present
8.	Dr. Mahua M. Bose	Present
9.	Dr. Dharmveer Yadav	Present

IQAC Coordinator

Principal

Principal

IQAC Committee meeting for NAAC

Minutes of the Meeting

Meeting Date – 12/03/2020   **Meeting Time - 9:00 am – 11:30 am**

Agenda:

- To discuss the source of the data for Criterion 7 – Institutional values and Best Practices
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 7 – Institutional values and Best Practices.
- Discussion and suggestions for the actions to be taken in the coming academic session.
- Any suggestions from the members

K.I.	Agenda	Discussion and Action
**Criterion 7- INSTITUTIONAL VALUES AND BEST PRACTICES (100)**
K.I.- 7.1 *Institutional Values and Social Responsibilities (50)*		**7.1.1 GENDER EQUITY** *Measures initiated by the institution for the promotion of gender equity during the last five years. (5)*
	Conclusion	- One activity every department need to conduct with gender study cell related to the above issue. - Research Cell should undertake at least one project on gender sensitization issue. - After 2 pm day care center for young children of staff should be created. - One hour counseling session per week should be set. - Notice to be displayed on the notice board informing students about regular counseling sessions (every Friday/Saturday). - Session on self-defense should be organized. - Workshop to be organized for ministerial staff. - Conduction of Case study analysis sessions on Women Empowerment (like biking queen, Gandhi Nagar railway station run by women, acid attack etc.)
	Actions	- Curricular & Co curricular activities need to be organized on the issue. - Girls Common room to be created. - Girls washroom should have dispensers of sanitary napkins. - Gender study cell need to create a gender equity and sensitization action plan.

		• Anti-Sexual Harassment cell should create guidelines for handling sensitive issues as per the legal scenario. • Provision of Crèche. • Geo photographs need to be clicked.

7.1.2 ENVIRONMENT CONSIOUSNESS AND SUSTAINABILITY
The Institution has facilities for alternate sources of energy and energy conservation measures (5)

Conclusion	• Initiatives like solar energy, Biogas plant, wheeling to the grid, sensor-based energy conservation, usage of LED • Solar energy we already have. • Wheeling of the grid – installation of smart meters with solar panels • Use of LED bulbs/power efficient equipments – we already have and can be enhanced further.
Actions	• Preparing Nevta Campus as per the requirement of the criterion. • Geo photographs need to be clicked.

7.1.3 Describing the facilities in the Institution for the management of the following types of degradable and non-degradable waste (4)

Conclusion	• This includes
	
	   o Solid waste management
	   o Liquid waste management
	   o Biomedical waste management
	   o E-waste management
	   o Waste recycling system
	   o Hazardous chemicals and radioactive waste management
	• Segregation of waste is very important.
	• Types of dustbins should be installed in both the campuses for dry and wet waste.

Actions	• MOU's for E- Waste management. • Compost making activity should be initiated for waste management. • Explore the avenues in Jaipur in relation to waste management for collaboration and taking some action in relation to managing the waste generated by the institution. • Geo photographs need to be clicked.

7.1.4 Water Conservation facilities available in the Institution (4)

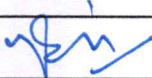|	
Conclusion	• This includes: o Rain water harvesting

		o Borewell /Open well recharge o Construction of tanks and bunds o Waste water recycling o Maintenance of water bodies and distribution system in the campus • We already have rain water harvesting, borewell and maintenance of water bodies and distribution systems in the nevta campus. • Waste water recycling cannot be done as it is an expensive affair.
	Actions	• Construction of tank in Nevta Campus. • Water connection to be taken from municipal cooperation. • Geo photographs need to be clicked

7.1.5 Green Campus initiatives include (4)

	Conclusion	• This includes: o Restricted entry of automobiles o Use of Bicycles/ Battery powered vehicles o Pedestrian Friendly pathways o Ban on use of Plastic o landscaping with trees and plants Use of bicycles and battery powered vehicles can be promoted. o Pedestrian friendly pathways can be developed. • Ban on single use of plastic should be promoted and minimizing the use of plastic inside the campus. • Landscaping with trees and plants can be done. • Placing more indoor plants inside the campus.
	Actions	• Framing of policy document for green campus. • Placing the names of the trees on the trees. • Limiting the entry of vehicles inside the campus. • Development of herbal garden (by the botany department). • Certificate courses on Bonzai making. • Geo photographs need to be clicked.

7.1.6 Quality audits on environment and energy are regularly undertaken by the institution (5)

	Conclusion	• The institutional environment and energy initiatives are confirmed through the following: 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards

			5. Beyond the campus environmental promotional activities
			• Getting the Audits done like Green audit, Energy audit, environment audit, clean and green campus recognition awards, beyond the campus environment promotion activities.
			• Reports need to be created.
			• Attainment of certifications from auditing agencies.
			• Attainment of certificates of awards in relation to CSR & green efforts.
			• Environment protection promotion activities to be conducted in connected villages of Nevta through Unnat Bharat Abhiyaan.
		Actions	• Framing of Policy document on environment and energy usage.
			• Tie up with Auditing Agencies.
			• Getting the audit done (this academic session).
			• Record keeping of the audits.

7.1.7 The institution has disabled – friendly, barrier free environment (4).

		Conclusion	• Built environment with ramps/lifts for easy access to environment we already have in Nevta campus.
			• Convert at least one washroom (boys as well as girls) on the ground floor as disabled friendly.
			• All the Signage should be in brail as well.
			• Focusing on website accessibility for the disabled students.
			• Creation of provision for enquiry and information: human assistance, reader, scribe, soft copies of reading material, screen reading.
		Actions	• Formation of the policy document & Information brochure for disabled friendly and barrier free environment.
			• Above information should be incorporated in the prospectus also.
			• Focus on providing inclusive education.
			• Exploring the options of screen reading softwares.

7.1.8 Describe the institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural regional , linguistic , communal socio economic and other diversities (5)

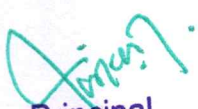|		Conclusion	• Conduction of workshops, lectures or session on multicultural aspects, foreign languages, certificate course on culture, two day seminar on religions of the world, focus on History, culture, art of Rajasthan.
			• Expand student diversity during admission.

			• Celebrate festivals of all religion. • Fest can be organized on cultural theme. • Saying prayers of all religion in the morning assembly.
		Actions	• Creation of all support documents by the organizing departments.
		7.1.9 Sensitization of students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (4)	
		Conclusion	• Conduction of sessions on human rights and constitution building etc. by political science department. • Session on communal harmony, gender sensitization, cleanliness etc can be conducted.
		Actions	• One page to be included in the handbook related to fundamental duties. • Preamble can be placed in the reception area. • Proper documentation of the above organized sessions should be provided by the organizing dept.
		7.1.10 The institution has a prescribed code of conduct for students teachers, administrators and other staff and conducts periodic programmes in this regard (5)	
		Conclusion	• Framing of Code of Conduct committee to monitor adherence (in place of discipline committee). • Spreading the word of the above in the orientation program.
		Actions	• Code of Conduct and Institutional ethics policy and guidelines should be framed and posted on the website by the Code of Conduct Committee. • Discipline committee should organize professional ethics programmes for students, teachers, administrators and other staffs.
		7.1.11 Institution celebrates / organizes national and international commemorative days , events and festivals (5)	
		Conclusion	Creation of write up related to organizing and celebrating various events as per UGC circulars like Women's Day, Labor day, human rights day, etc.
		Actions	• Organize at least 5-7 events like celebrating National festivals, Yoga Day, Environment day etc. • Annual reports of the celebration of *commemorative* events should be created separately and incorporated in the college magazine.

K.I.- 7.2 Best Practices (30)	*7.2.1 Describe two best practices successfully implemented by the institution as per NAAC(format provided in the manual (30)*
	Conclusion
	Actions
K.I.- 7.3 Institutional distinctiveness (20)	*7.3.1 Portray the performance of the institution in one area distinctive to its priority and thrust within 1000 words (20)*
	Conclusion
	Actions

Members present at the meeting:

1.	Mr. Yashwardhan Singh	*(signature)*
2.	Dr. Nitasha Khatri	Present
3.	Dr. Shikha Arora Bakshi	Present
4.	Dr. Ranjit Kaur	Present
5.	Ms. Vaishali Singh	Present
6.	Dr. Leena Sharma	Present
7.	Dr. Atiqa Kelsy	Present
8.	Dr. Mahua M. Bose	Present
9.	Dr. Dharmveer Yadav	Present

IQAC Coordinator

(stamp) Coordinator
IQAC
St. Xavier's College, Jaipur

Principal
St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur

Principal
Principal
St. Xavier's College
Hathroi Fort Road, Jaipur

IQAC Committee meeting for NAAC

Minutes of the Meeting

Meeting Date - 2/3/2020   **Meeting Time - 9:00 am – 12:00 p.m.**

Agenda:
- To discuss the changes introduced in the Revised Accreditation Framework (in force from 1 January 2020) for NAAC
- To reallocate the criterion amongst steering committee members
- To discuss about Criterion wise minutes preparation based on the changes introduced in RAF
- Any suggestions from the members

1. **Agenda:** To discuss about the changes introduced in the Revised Accreditation Framework (RAF) (in force from 1 January 2020) for NAAC

   Action/Discussion: The coordinator, Steering committee gave an overview about the changes introduced in RAF for affiliating colleges (PG). Following changes were highlighted during the meeting:

   (i) **Distribution of Metrics and Key Indicators across Criteria:** The total number of Metrics (questions) is drastically reduced from 121 to 96. This gives an edge to the affiliating colleges in better positioning their profile.

Type of HEIs	Autonomous Colleges		Affiliated Colleges (PG)	
	Old	New	Old	New
Criteria	7	7	7	7
Key indicators (KIs)	34	34	32	32
Qualitative Metrics (QlM)	38	35	41	36
Quantitative Metrics (QnM)	98	72	80	60
Total Metrics (QlM+ QnM)	136	107	121	96

   (ii) **Distribution of Weightages across Key Indicators (KIs):** Affiliated colleges are now categorized into two: UG and PG Colleges in which weightages slightly vary. There is no change in the distribution of weightages across KIs in criteria I, IV, VI and VII. But it changes significantly in Criteria II, III and V. Only the affected KIs are given below.

Changes effected in the Weightages of Key indicators under the revised manual for affiliated colleges

Criteria	Key Indicators	Old Weightage	New Weightage
II. Teaching, Learning and Evaluation	2.1 Student Enrolment and Profile	30	40
	2.4. Teacher profile and Quality	80	60
	2.5.Evaluation Process and Reforms	50	30
	2.6. student Performance and Learning Outcomes	40	60
	2.7. Student Satisfaction Survey	50	60
III. Research, Innovations and Extension	3.2. Resource mobilization for Research	10	15
	3.4. Research publications and Awards	20	25
	3.6. Extension Activities	60	50
V. Student Support and Progression	5.2. Student Progression	45	25
	5.3. Student Participation and Activities	25	45

Note: Weightages of all other KIs remain the same as before.

(iii) **Excluded Metrics:** Certain Metrics in the old Manual have been completely excluded in the new Manual. They are given below:

Criteria	Metric No. as in the old manual	Metric	Weightage
I	1.2.1	Percentage of new courses introduced of the total number of courses across all programmes offered during last five years	10
	1.3.2.	No. of value added courses imparting transferable and life skills offered during the last five years	15
II	2.1.1.	Average percentage of students from other states and countries during the last five years	10
	2.3.1.	No. of differently abled students on rolls	10
	2.3.4.	Innovation and Creativity in teaching-learning	10
	2.4.4	Percentage of full time teachers who received awards, recognition, fellowship at state, national, international level from government, recognized bodies during last five years	15
	2.4.5.	Average percentage of full time teachers from other states year wise during last five years	20
	2.5.1	Reforms in Continuous Internal Evaluation (CIE) system at the institutional level	15
III	3.3.1.	The Institution has a stated Code of ethics to check malpractices and plagiarism in research	1
	3.3.2	The Institution provides incentives to teachers who receive state, national and international recognition/awards	1
IV	4.2.2	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment	2

	4.2.5	Availability of remote access to e-resources of the library	1
	4.3.4.	Facilities for e-content development such as Media centre, Recording facility, Lecture capturing System	1
V	5.1.5	Average percentage of students benefited by Vocational Education and training (VET) during last five years	5
	5.4.3.	No. of Alumni Association/ Chapters meetings held year wise during last five years	2
VI	6.2.4	Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and implementation of their resolutions	2
	6.5.3.	Average number of quality initiatives by IQAC for promoting quality culture per year	3
	6.5.5	Incremental improvements made for the preceding five years (post accreditation initiatives)	5
VII	7.1.1.	No. of Gender Equity promotion programmes organized by the institution during the last five years	5
	7.1.10	No. of specific initiatives to address locational advantages and disadvantages during the last five years	5
	7.1.11	No. of initiatives taken to engage with and contribute to local community during the last five years	5
	7.1.13	Display of core values in the institution and on its website	1
	7.1.15	The Institution offers a course on Human Values and professional ethics	1
	7.1.16	The institution is functioning as per professional code of prescribed/ suggested by statutory bodies/ regulatory authorities for different professions	1
	7.1.19	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions	2

(iv)   Though these many metrics have been excluded from the new framework, it has to be noted that no new metric has been added. In some cases, especially in Criteria VII, two-three metrics have been put together. More weightages have been given to the remaining metrics. In some cases it has been reduced too.

(v)   Significantly, the wordings in certain metrics have been reframed to our advantage. A perusal of the changes in the focus of the metrics and weightages is given below.

1. Earlier in Criterion I, the no. of teachers participating only in *Board of Studies and Academic Council* were asked for. Now we can include teachers participating *in question paper setting, curriculum designing for add on courses and answer paper valuation of the Universities.*

2. In Criterion II, the weightage for average percentage of seats filled against reserved seats goes *from 10 to 20.*

3. In criterion II, the weightage for average percentage of full time teachers against sanctioned posts goes from 15 to 20.

4. In criterion II, the weightage for the mechanism to deal with examination related grievances goes from 10 to 15.

5. In criterion II, the weightage for course outcomes goes from 10 to 15.

6. In criterion II, the weightage for the evaluation of outcomes goes from 10 to15.

7. In criterion II, the weightage for average pass percentage goes from 20 to 30.

8. In Criterion III, *percentage of research projects per teacher* now becomes *percentage of departments having projects.*

9. In Criterion III, *No. of workshops/seminars on IPR* now includes *Research Methodology and Entrepreneurship* also.

10. In Criterion III, *No. of Ph.Ds awarded* per teacher now becomes *No.of Ph.Ds registered*.

11. In Criterion III, *No. of linkages* for faculty exchange, student exchange etc. now becomes *no. of collaborative activities* for the same.

12. In criterion III, the weightage for extension activities in the neighbourhood communities is reduced from 20 to 5.

13. In criterion III, the weightage for awards and recognitions for extension activities goes from 5 to 10

14. In criterion IV, the weightage for updation of IT facilities including Wi Fi is reduced from 10 to 5.

15. **In criterion IV, the weightage for internet bandwidth is increased from 9 to 15.**

16. In criterion V, the weightage for percentage of students benefited by scholarships and freeships by govt. is increased from 12 to 20.

17. In criterion V, the weightage for percentage of students benefited by scholarships and freeships provided by the institution is reduced from 12 to 5.

18. In criterion V, the weightage for percentage of placement of outgoing students is reduced from 20 to 10.

19. In criterion V, the weightage for student progression of outgoing students is reduced from 20 to 10.

20. In Criterion V, No. of awards/medals by students in sports/ cultural activities at *national/ international* levels now includes *university and state* levels also. (Weightage has gone from 15 to 20).

21. In Criterion V*, no. of sports and cultural activities/ competions organized* by the institution now becomes *no. of sports and cultural activites organized by own institution and other institutions in which the students of the institution have participated* (weightage has gone from 5 to 20).

22. In Criterion VII*, Rain water harvesting structures and utilization* now include *Bore well/ open well, tanks and bunds, Waste water recycling, maintenance of water bodies and distribution system (*weightage goes from 1 to 4)

23. In Criterion VII, Green practices now include *Restricted entry of automobiles* (weightage goes from 2 to 4).

24. The Weightage for the facilities for differently abled reduced *from 10 to 4.*

25. The Weightage of the Student satisfaction Survey goes *from 50 to 60.*

26. Maximum weightage of metrics that can be opted out is reduced *from 50 to 30,* with a maximum of total 10 weightage per criteria. But criteria I, II and VII are declared essential. Nothing can be opted out from these criteria.

2. Agenda: To reallocate the criteria's amongst steering committee members

- Curricular Aspects - Dr. Atiqa Kelsy and Dr. Nitasha Khatri
- Teaching – learning and evaluation – Dr. Leena Sharma, Dr. Ranjit Kaur and Mr. Yashwardhan Singh
- Research, Innovation, and extension – Dr. Nitasha Khatri and Dr. Shikha Bakshi
- Infrastructure and Learning Resources – Dr. Dharmveer Yadav and Ms. Vaishali Singh
- Student Support and Progression – Dr. Ranjit Kaur, Dr. Mahua Bose, Dr. Dharmveer Yadav and Dr. Leena Sharma
- Governance, Leadership, and Management – Mr. Yashwardhan Singh and Ms. Vaishali Singh
- Institution Values and Best Practices – Dr. Shikha Bakshi, Dr. Atiqa Kelsy and Dr. Mahua Bose

3. Agenda: To decide about the criterion wise meeting schedule

Action/Discussion: Following schedule was finalized for the criterion wise meetings:

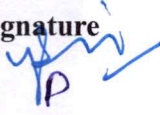| S.No.	Criterion	Date
1	Overview of Revised RAF	2nd March
2	C-I: Curricular Aspects	3rd March
3	C-II: Teaching Learning Evaluation	4th March
4	C-III: Research, Innovations and Extension	5th March
5	C-IV: Infrastructure and Learning Resources	6th March
6	C-V: Student Support and Progression	7th March
7	C-VI: Governance, Leadership and Management	11th March
8	C-VII: Institutional Values & Best Practices	12th March
9	Finalizing of Minutes for all the Criterion	13th March

3. Agenda: To discuss about the action plan for the session 2020-21

Action/Discussion: The committee decided to formulate the action plan for the college after finalizing the minutes of all the criterion based on the changes in the RAF.
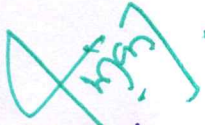
Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	P
2.	Dr. Nitasha Khatri	P
3.	Dr. Shikha Arora Bakshi	P
4.	Dr. Ranjit Kaur	P
5.	Ms. Vaishali Singh	P
6.	Dr. Leena Sharma	P
7.	Dr. Atiqa Kelsy	P
8.	Dr. Mahua M. Bose	P
9.	Dr. Dharmveer Yadav	

IQAC Coordinator

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IQAC Meeting on 15th February 2020

The agenda for the meeting is as follows:

1. Introduction of the new members.

   a. Fr. Sherry George – Vice Principal

   b. Anshul Bhatt – Alumni Representative

2. Discuss the preparation for NAAC assessment during the last one year.

   Initiatives taken
   a) Library digitalization
   b) Awareness about MOOCs
   c) ERP implementation
   d) Documentation procedure
   e) SoP for College Administrative Units
   f) Research Initiative and progress
   g) Gender Sensitization
   h) Academic and Administrative Audit
   i) One day workshop on RAF
   j) New college website
   k) Steering committee working on changes in RAF
   l) Other initiatives

3. Any other matter with the permission of chair.

Date: 15th February 2020

IQAC COORDINATOR

Coordinator
IQAC
St. Xavier's College, Jaipur

Principal
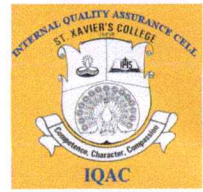St. Xavier's College Jaipur
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St. Xavier's College, Jaipur
Affiliated to University of Rajasthan, Jaipur
Approved under Section 2(f) and 12(B) of UGC Act, 1956

IQAC Meeting on 15th February 2020

Meeting Minutes

The meeting was convened with the following agenda:

Agenda:

1. Introduction of the new members. a) Fr. Sherry George – Vice Principal b) Anshul Bhatt – Alumni Representative

2. Discuss the preparation for NAAC assessment during the last one year. Initiatives taken: a) Library digitalization b) Awareness about MOOCs c) ERP implementation d) Documentation procedure e) SoP for College Administrative Units f) Research Initiative and progress g) Gender Sensitization h) Academic and Administrative Audit i) One day workshop on RAF j) New college website k) Steering committee working on changes in RAF l) Other initiatives

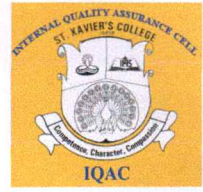3. Any other matter with the permission of the chair.

Minutes:

1. **Introduction of New Members:** Fr. Sherry George, the newly appointed Vice Principal, and Anshul Bhatt, representing the alumni, were warmly welcomed to the meeting.

2. **Discussion on NAAC Assessment Preparation:** The committee reviewed the various initiatives undertaken over the past year in preparation for the upcoming NAAC assessment. These initiatives included: a) Library digitalization efforts aimed at enhancing access to educational resources. b) Awareness campaigns conducted to promote MOOCs (Massive Open Online Courses) among students and faculty. c) Implementation of an ERP (Enterprise Resource Planning) system to streamline administrative processes. d) Improvement in documentation procedures to ensure compliance with accreditation standards. e) Development of Standard Operating Procedures (SoP) for College Administrative Units to enhance efficiency. f) Progress in research initiatives and activities to promote academic excellence. g) Gender sensitization programs conducted to foster inclusivity and diversity. h) Conducting Academic and Administrative Audits to assess and enhance institutional effectiveness. i) Organization of a one-day workshop on Revised Accreditation Framework (RAF) to familiarize stakeholders with the new guidelines. j) Launching a new college website to improve communication and information dissemination. k) The formation of a steering committee tasked with evaluating and implementing changes in the Revised Accreditation Framework. l) Various other initiatives aimed at overall institutional development.

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3. **Any Other Matters:** Members were invited to raise any additional matters for discussion. No further matters were brought forward.

Next Steps: The committee will continue to monitor and evaluate the progress of ongoing initiatives in preparation for the NAAC assessment.

Closure: The meeting concluded with a vote of thanks to the chair and members for their participation and contributions.

Note: These minutes are subject to review and approval by the committee.

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ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur – 302001, Rajasthan

Attendance

IQAC Meeting on 15th February 2020

S.No.	Name	Post	Signature
1	Dr. Shiela Rai	Principal	*signature*
2	Fr. Varkey Perakkatt, S.J.	Rector	*signature*
3	Fr. Augustine Perumalil, S.J.	Secretary, Higher Education, JXEA	*signature*
4	Fr. Sherry George S.J.	Vice Principal	*signature*
5	Prof. V.V. Singh	Educationist, Member IQAC, UOR	ABSENT
6	Prof. Sudha Rai	Former, Dean – UOR	*signature*
7	Ms. Anshul Bhatt	Alumni	ABSENT
8	Dr. Dharmveer Yadav	University, Coordinator	*signature*
9			—
10	Dr. Shikha Bakshi	Faculty Member	Shikha
11	Dr. Nitasha Khatri	Faculty Member	Nitasha
12	Ms. Ranjit Kaur	Faculty Member	*signature*
13	Ms. Vaishali Singh	Faculty Member	*signature* 15/2/2020
14	Mr. Yashwardhan Singh	IQAC - Coordinator	*signature*

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